

**ATTENTION CONTRACTORS, SURVEYORS
AND
PROPERTY OWNERS!!!**

ADAMS COUNTY PLANNING & ZONING DEPARTMENT

Special Items of Interest Beginning January 2006

The Adams County Planning & Zoning Department wishes to assist you with your project and issue you any permits required as soon as possible. Your time is valuable and our staff is limited. In order to create a timely and efficient permitting and inspection process, we need your cooperation.

- New fees take effect January 01, 2006. Visit our website at: www.co.adams.wi.gov, or contact our office for further information.
- All Sanitary Permits must have either the proper computer number or Parcel ID number along with the correct legal description on the soil test.
- Survey maps will be reviewed per our CSM Checklist. If any submitted CSM does not comply with the entire Checklist, it will be returned to the Surveyor for completion and/or correction and a Resubmittal fee of \$15.00 will be charged in addition to the regular CSM review fees. A Checklist is available from our office or online at: www.co.adams.wi.gov
- All plot plans submitted must be complete, accurate and legible and must include all road, side-yard and rear setbacks. If the plot plan is not acceptable, it will be returned for clarification and/or correction.
- Where there is less than a 10 ft. buffer beyond the required setback to any lot line, the lot line must be marked.
- All electric services must be complete at the time of inspection including all wire connections to metering equipment, service disconnects, sub-feed panels, masts and/or trenching and grounding – Trenches must remain open and ground rods exposed for inspection.
- There will be a separate inspection for setbacks and ordinance compliance. A zoning permit and inspection will be required for projects in all shoreland zoned areas and in all areas of the Towns under county zoning (Adams, Dell Prairie, Easton, Jackson, New Chester, New Haven, Preston, Springville and Richfield). Structures must be staked out with lot line marked (if applicable) at the time of this inspection.
- In all cases when work is started prior to obtaining a permit, the fee shall be doubled or \$200.00, whichever is greater.
- There will be a \$30.00 additional fee for each and every instance of failure to call for an inspection.
- Early start permits for footing & foundation will incur a \$50.00 fee in addition to the building permit fee.
- Temporary occupancy permits will incur a \$30.00 fee in addition to the building permit fee.
- A change of use permit will be required for any building structure the use of which is being converted. The change of use permit will incur a \$50.00 fee. Other permits may also be required.
- There will be a separate inspection for under-concrete plastic installation.
- Certain projects may require an erosion control permit in addition to other required permits. Erosion control is included with the building permit fee for all new dwellings.